

## **Assistant Planning Director - 1580**

### **Primary Reason Why Classification Exists**

To perform professional level municipal and urban planning work

### **Essential Duties**

- Applies urban and regional planning concepts into the process of developing strategic planning and budgeting for the City
- Provides data and mapping studies related to developing long-range land use plans
- Develops, maintains, analyzes, and interprets planning related databases
- Analyzes, prepares, and presents technical reports on zoning, special use permits, variances and appeals to applicable boards and committees
- Performs annexation studies; evaluates zoning criteria and recommends changes to support City policy and initiatives for development
- Prepares grant applications to federal and state agencies and administers grants
- Performs as administrator for traffic, GIS systems, and storm water management programs
- Provides technical and professional advice to management on various planning initiatives; delivers audio/visual presentations to supervisors, committees, boards, civic groups and the general public on planning initiatives
- Serves as the municipal staff liaison with appointed Planning Commission, Board of Adjustment, and City Council
- Responds to citizen inquiries related to planning and zoning ordinances
- Performs related tasks as required

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of the principles and practices of municipal planning and zoning
- Knowledge of the principles and uses of geographic information systems (GIS) and their applications in local government administration
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports
- Ability to interpret various rules and regulations
- Ability to prepare and present technical information to management, elected officials, and the public in a clear and concise manner without ambiguity
- Ability to establish and maintain effective working relationships with the general public and public officials

### **Physical Requirements**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires fingering and grasping, holding maps and instruments, and using hands to type into computers. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required to prepare and analyze written or computer data, determine the accuracy and thoroughness of work, and observe general surroundings and activities

### **Working Conditions**

Work is performed primarily in an environmentally controlled office environment

**Education and Experience**

Graduation from an accredited college or university with a Bachelor's degree in urban and regional planning, public administration, or other field of study related to the work performed. And, 2 - 4 years professional planning work with a municipal or county government.

**Special Requirements**

- Valid North Carolina driver's license
- AICP membership preferred

**FLSA Status:** Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

February 2015